



Summer Camp Change Primary Form

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Note: If adding summer camps only please do not use this form. Additions are completed on a new Summer Camp Enrollment Form. This form is only for cancelations and exchanges.

Name of Child: _____ DOB: _____

Name of Guardian: _____ Phone Number: _____

STEP 1. Please note Primary Camps are 2-Weeks Blocks only

- Cancelation Only:** Complete Step 2 below ONLY
- Cancelation & Exchanging for a DIFFERENT Week:** Complete Step 2 and Step 3

STEP 2.

Cancelation of Camp Week(s): Please note the deadline listed below. Each form submitted to the office will be assessed a fee of \$10.00. (There is no Cancelation after the deadline & original camps must be paid in full.)

- **Session 1 Deadline:** April 10, 2023
- **Session 2 Deadline:** May 8, 2023
- **Session 3 Deadline:** June 12, 2023

Mark the Week(s) to Cancel Below:

<u>Summer Session I</u>	<u>Summer Session II</u>	<u>Summer Session III</u>
<input type="checkbox"/> <u>Camp 1: Week 1-2</u> May 31 – June 9	<input type="checkbox"/> <u>Camp 3: Week 5-6</u> *No camp on July 4th June 26 – July 7	<input type="checkbox"/> <u>Camp 5: Week 9-10</u> July 24 - August 4
<input type="checkbox"/> <u>Camp 2: Week 3-4</u> June 12 - June 23	<input type="checkbox"/> <u>Camp 4: Week 7-8</u> July 10 – July 21	

STEP 3.

Mark the Week to EXCHANGE Below: (Do not Complete if Canceling Only)

Exchanges are permitted before and after the deadline. A \$10 fee is assessed each time a form is submitted to the office.

<u>Summer Session I</u>	<u>Summer Session II</u>	<u>Summer Session III</u>
<input type="checkbox"/> <u>Camp 1: Week 1-2</u> May 31 – June 9	<input type="checkbox"/> <u>Camp 3: Week 5-6</u> *No camp on July 4th June 26 – July 7	<input type="checkbox"/> <u>Camp 5: Week 9-10</u> July 24 - August 4
<input type="checkbox"/> <u>Camp 2: Week 3-4</u> June 12 - June 23	<input type="checkbox"/> <u>Camp 4: Week 7-8</u> July 10 – July 21	

Initial: _____ I understand that I am enrolling in the above camp(s) as identified in Step 3. I understand if I cancel later I must do so by the deadlines listed above in Step 1. I agree to the terms and conditions on the front and back of the Summer Enrollment Agreement form already on file with the office.

Signature: _____ **Date:** _____

Following Section for Office Use Only: Date Form Received: _____ Accepted By: _____

Was Deadline Met: No Yes Comments: _____

Fee Charged: \$10 Cancelation **Discount for Exchanged Wk(s):** 5% 2nd Child 10% 3rd Child 5% Multi-Week

Change Completion: Entered in QB Entered in HM Attendance